



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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To: All California Employees

From: State Director

Subject: Procedures for Remote Access

The purpose of this Information Bulletin is to provide procedures for employees to use in requesting remote access to the Bureau Network. Remote access allows employees to connect to their office computer's data and services (eg e-mail and internet) while away from their Bureau office. The procedures are easy to follow and permission is generally granted in just a couple of days. However, in order for the request to be considered for approval and access granted, travelers should initiate these procedures as soon as possible when they anticipate the need for remote access.

The procedures for requesting a remote access connection are:

1. Before requesting remote access, employee should evaluate alternative ways to perform work away from the networked office such as taking a CD or floppy disk with the necessary files.
2. Employee should discuss alternatives with their supervisor and obtain their consent to request Remote Access Services (RAS) for specific travel or remote workplace situations.
3. The employee, supervisor, or designated person requests a dial-up connection on the official Bureau website: <http://www.blm.gov/nirmc/telecom/nar.htm>
4. Copies of the request are automatically e-mailed to both the California and Oregon IT Security Managers, who must both approve the request and forward it to the Oregon help desk.
5. The Oregon Help Desk assigns the task of creating a connection to an Oregon system administrator.
6. The Oregon system administrator creates the connection and notifies an appropriate California system administrator and the California Help Desk of login, password, and connection protocol.
7. The California system administrator assigned the action installs software on the employee's computer and instructs the employee in the use of the RAS.

Employees are reminded that remote access is subject to monitoring. For any questions please contact the California Help Desk at (916) 978-4560.

Signed
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